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Rules and Regulations

Part - II Academic Matters

2011

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सिद्धिमूलं प्रबन्धनम्
भा. प्र. सं. इन्दौर
IIM INDORE

Indian Institute of Management Indore



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I. Governance Culture

A distinctive feature of the Institute's administrative culture is faculty governance. The faculty structure is flat, with all faculty members reporting directly to the Director. All major academic and major non-academic activities are headed by faculty members. The Chairs are rotational and the seniority principle may not be a consideration in appointing them. Chairpersons have few formal powers, and take decisions collectively. Faculty members have considerable freedom in deciding the mix of activities, such as what to teach, what research to do, and what contribution to make to executive training, within institutional norms. The Director generally takes academic decisions in consultation with faculty members and various faculty areas.

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2. Faculty Recruitment Rules

1. Faculty Recruitment Committee (FRC)

This will be area-specific committee. This committee will include Director (Chair), Area Co-ordinator (Convener), one representation from Faculty Development and Evaluation Committee (FDEC), one member from the area, one member from related area and external expert(s) from a panel of experts.

2. Visiting Faculty Position

Candidates who have completed all the formalities of their Ph.D. programme (submission of thesis) and are awaiting award of their Ph.D. may be recruited as visiting faculty for one year. These applications would be processed by FDEC. The candidates will have to present an open seminar to the faculty.

3. Selection process for regular position

Selection process consists of the following:

- 3.1 Public seminar on a topic of interest/research work by the candidate. This will be open to the academic fraternity of the institute.
- 3.2 Individual meeting with FRC members and area members. Based on the discussion, faculty and members will submit their evaluation about the candidate's suitability to FRC.
- 3.3 External Expert opinion is sought.

Based on C.V. of the candidate, feedback of public seminar and reports of FRC and area members, FRC will decide whether the candidate can be considered for faculty position

- 3.4 Offer will be made by the Director.

4. Adjunct faculty:

Professionals from industry/related area and academia with reasonable credentials will be appointed as adjunct faculty for one/two years, renewable on mutual consent. Such faculty are expected to teach minimum of two courses per year on visiting basis with compensation paid on per course basis as per institute norms. In addition they are welcome to contribute to other activities of the institute such as MDPs, interviews of candidates for different programmes etc. Director will appoint such faculty in consultation with FDEC.

5. Faculty Development Evaluation Committee (FDEC)

This committee will consist of Director (Chair) and two Professors and two Associate Professors as members. The members may also be drawn from the other pool of experts available from outside the Institute. The tenure of this committee will be 2 years from the date of appointment.

The responsibility of this committee will include:

- 5.1 confirmation of faculty on probation
- 5.2 faculty promotion
- 5.3 recommendation for visiting faculty position/ adjunct faculty position
- 5.4 faculty development (processing applications for faculty training, sabbatical, extraordinary leave etc.)

FDEC has only advisory role. Based on the discussion of the FDEC, the Director shall have the right to decide on the matters discussed in FDEC.

6. Waiver of three years' experience requirement for the position of Assistant Professor

In view of the shortage of faculty resources similar to the practices that is being followed in other IISMs, IIM Indore may recruit candidates with Ph.D. qualification (with or without prior teaching experience of three years) on merit as Assistant Professors.

IPM Faculty Recruitment

The IPM Faculty Recruitment Process of IIM Indore is same as the faculty recruitment for other programmes.

Faculty Recruitment at Mumbai

The Faculty recruitment for IIM Indore programmes at Mumbai is the same as the process followed at IIM Indore. However, the compensation would be as follows:

1. 80% of the total pay will be paid on a monthly basis and the remaining 20% will be paid at the end of the year when the faculty fulfills the workload requirements.
2. Faculty members located at Bombay needs to work 20% more in terms of teaching hours in view of the absence of opportunities for services to the institute.

3. Faculty Development and Rules for Evaluation and Promotion

1. Faculty Evaluation

The Institute being a professional educational institution has improvement of management practices as its primary objective. This implies three major activities - knowledge creation, dissemination of such knowledge in ways that promote its application, and provision of help to people and organizations for use of disseminated knowledge.

2. Faculty Work-Load

- 2.1 There is a uniform standard of work-load for the faculty irrespective of the levels (Professor/Assoc. Professor/ Asst. Professor, Visiting positions).
- 2.2 The academic year is divided into three terms. Each faculty has to do a minimum load of 120 hours (total of 96 sessions of 75 minutes each). The requirement can be met by teaching in different programmes in the institute (except in-company programmes) but a faculty member must teach at least 20 sessions of core courses in the flagship PGP programme.
- 2.3 In addition to teaching faculty members are expected to achieve 80 nominal points in research and 20 points in administration. Points for various research/ administration activities are separately communicated to faculty from time.
- 2.4 All these equivalents of minimum loads assume that an average of eight hours per week (52 days per year) is reserved for consulting, that every faculty member has some administrative work and that he spends time on his own professional development.

3. Internal Promotion Policy

The internal promotion process consists of three stage process viz. eligibility, minimum qualification and an overall assessment by an expert panel. The evaluation is based on contributions in teaching, research and services to the institute.

Stage 1: Eligibility for various positions is as per MHRD norms plus Board approved exemptions if any.

Stage 2: The minimum qualification required for consideration would be based on individual teaching effectiveness and research contributions. For teaching effectiveness, teaching in the long duration programme ie. PGP, PGP-Mumbai, PGP-RAK and EPGP only will be considered. The research contributions will be considered using ABDC classification.

Revised Minimum Requirement

Promotion level	Teaching	Research
Asst. Professor to Associate Professor	>7 (1-10 scale)	<ul style="list-style-type: none"> • One B category or equivalent C category publications <li style="text-align: center;">and • 1 field based case/ 2 secondary data based case/ 2 C category publications
Associate Professor to Professor	>7 on (1-10 scale)	<ul style="list-style-type: none"> • One B category or equivalent C category publications <li style="text-align: center;">and • 2 field based cases/ 4 secondary data based cases/ 4 C category publications

Note:

1. 1 A Category publication = 2 B publications, 1 B = 2C Category publications.
2. ABDC classification will be used to determine the class of publication.
3. Research output is for the period during which the faculty member has been at the level from which he/she is applying for promotion irrespective of institution where he has worked.
4. Teaching feedback will be only for the work at IIM Indore for the past 3 years for Assistant Professor and for the past 4 years for Associate Professor, or the association at IIM Indore whichever is lower. This is average feedback of all long term courses offered by IIM Indore and taught by the applicant.

A sub-committee of the FDEC would assess the minimum qualification based on the statement of work submitted by the individuals related to teaching effectiveness and research. A subject expert opinion would be sought on the research output quality.

Stage 3: There will be a Promotion Board consisting of five members at the rank of full Professor. If need be additional experts will also be invited to join the promotion board. The Promotion Board based on the subject expert's opinion, minimum qualification required (based on the assessment documents prepared by FDEC) would make an overall assessment for promotion, based on the interactions with the individual candidate.

The weightages for teaching, research and institutional building contribution is 40%, 40% and 20% respectively. The Promotion Board may not assign any scores for individual components as well overall assessment. The Promotion Board would make necessary interpretations, should there be any ambiguity related to any candidate.

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4. Faculty Allowances

1. A faculty member is entitled to the following:
 - 1.1 Faculty Development Allowance of Rs.60,000/- per annum
 - 1.2 Full funding, once a year, to attend one international conference as a paper presenter with complete financial assistance.
 - 1.3 Norms for international conference travel:
 - 1.3.1 Expenses related to lowest registration fee
 - 1.3.2 Lowest economy round trip travel
 - 1.3.3 Visa expenses
 - 1.3.4 Local conveyance at the conference location to be paid on actuals by the economical mode of transport
 - 1.3.5 Per-diem as per UN norms for the number of days of the conference attended plus maximum of two days travel
 - 1.4 Full funding to attend and present paper in national conferences.
2. The faculty will be allowed 52 days of consulting in a year. The Director may, at his discretion, extend this beyond 52 days.
3. Leave Rules of the Institute :-
 - 3.1 Casual Leave - 8 days per annum
 - 3.2 Restricted Holidays - 2 days per annum
 - 3.3 Earned Leave and Vacation Leave - 60 days vacation per annum. The unavailed portion of the vacation period will be converted to EL.
 - Vacation leave is for 60 days per academic year. Those who join in the middle of the academic year would have vacation leave on a pro-rata basis.
 - Faculty members can avail vacation leave not exceeding 20 days at a time during the academic year (except summer vacation). For every vacation leave that is taken, the maximum of 10 days or actual number of days for which the vacation is taken would be considered.
 - Vacation leave duration would include Saturdays/Sundays during the vacation as well as Saturdays/Sundays prefixed and suffixed. Also public holidays/national holidays fall during the vacation would also be counted as vacation leave days.

- As of now there is no winter vacation announced by the Institute.
 - The summer vacation is of 30 days between 15th April and 15th June.
 - Faculty members who are not availing summer vacation would submit an academic plan to the Institute for conversion to Earned Leave (E.L.) at the existing norm i.e. 2 days of vacation to 1 day E.L.
 - In the absence of an Academic Plan, it would be assumed that faculty members have availed summer vacation of 30 days.
4. The Board of Governors of the Institute has approved Bombay Hospital, Indore for the purpose of reimbursement of medical expenses of Institute's employees and their family members. Reimbursement of expenses incurred elsewhere will be limited to Bombay Hospital, Indore rates. The Institute also has an arrangement for credit facility with the hospital.
 5. Faculty members joining the Institute will be entitled to Transfer T.A., as per the Government of India rules which may be in force from time to time.

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5. Faculty Development Allowance (FDA)

1. FDA amount up to Rs.60,000/- per annum for a faculty member, to be utilized for one or more of the following head / purpose:
 - 1.1 Membership fees of one or more professional bodies.
 - 1.2 Purchase of books, periodicals.
 - 1.3 Purchase of computing equipment and peripherals.
 - 1.4 Insurance, maintenance, upgradation of computing equipment.
 - 1.5 Attending national level conference(s)/workshop(s)/seminar(s) /course(s) etc.
 - 1.6 Recruiting and retaining research assistant/computer programmer.
 - 1.7 TA/DA for visiting business/companies for study, case writing etc.
 - 1.8 Medical/travel insurance during outstation work.
 - 1.9 Cover cost of publishing (Postage/Courier/Fax/Publication Charges/'over page limit' charges etc).
 - 1.10 ***Support to attend (present a paper) in International Conferences.***
 - 1.11 ***Any computer hardware or software purchased under FDA would be the property of individual faculty.***
 - 1.12 ***Faculty member can use FDA to plan for international visit(s) for a short duration of stay up to one week. FDA funds can be used for travel, stay and visa expenses related to such visits. However, for the utilization of fund, the concerned faculty member has to prepare a broad outline of work that he proposes to do during the planned international visits.***
2. Other Provisions:
 - 2.1 The grant will be available to all the regular/visiting faculty members of the Institute. A faculty member who joins the Institute in the middle of the financial year or retires or resigns or is on leave without pay during the year will be entitled for FDA on pro-rata basis.
 - 2.2 For all air travel reimbursement will be restricted to Economy Class fare.
 - 2.3 Faculty member can purchase the approved list of items under the FDA budget and send the appropriate proof to the F&AO. The F&AO with the concurrence with CAO/Authorized Person would reimburse the expense. The F&AO would keep an account of actual utilization of funds (may be this can be made accessible online by individual faculty member).
 - 2.4 Faculty Development Allowance (FDA) applicable to the individual faculty members may carry forward for a period of one year.

6. Norms for Teaching and Consulting Assignments

1. On In-company programmes, after accounting for all expenses, 20% of the surplus would be allocated to the Institute overhead. The remaining amount will be shared on the basis of 80/20 (80% to the faculty and 20% to the Institute).
2. Norms proposed in the para 3 of this note would apply to the consultancy assignments also.
3. For approval of In-company programmes, it is necessary to send appropriate form to the Director's office along with the detailed programme schedule, allocation of sessions to the faculty and budget.
4. 60% of the budget amount should be received in advance and it is the responsibility of the coordinator to ensure the receipt of full amount to the institute at the end of the programme / activity.
5. All applicable taxes should be paid to the Institute on actuals.
6. Any occasional assignments, where a honorarium is received is sharable with the Institute as per the norms proposed in (3) and (6)